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311258

FY '59

INTERIM ASSIGNMENT SECTION
Progress and Accomplishments
1 July 1958 - 31 December 1958

New Employees		
Clerks	[redacted]	25X9
Clerk-Typists		
Clerk-Stenographers		
Miscellaneous (Other)		
Professionals		
Total		
Type Clearance		
Full Clearance		
Provisional Clearance		
Total		
Clerical Induction Section Training (OTR)		
Maximum number in training for one month, all classes, (July)		
Minimum number in training for one month (December)		
Average number in training for one month		
Man Hours devoted to training in required skills and related subjects	23,774	
Clerical Orientation (OTR)		
Total Number	[redacted]	25X9
Work Project Man Hours		
Typing	71,086	
Clerical	20,373	
Total	91,459	
Resignations		
Security, medical and personal reasons	53	
Minimums, Maximum and Daily Average		
Minimum number of personnel for one day	[redacted]	25X9
Maximum number of personnel for one day		
Daily average		
Number of employees referred to Appointments Section (POD), for assignments	57	
Number of employees charged against IAS slots and referred directly by the IAS to Administrative Officer, Office of Assignment	[redacted]	25X9
Memoranda to Pay Roll Branch certifying leave balance from other Agencies	39	
Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday	11	

ORIGINAL CLASS
☐ DECL ☒ REVW ON 061622 2011
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From Reading File, 1961 CLERICAL ASSIGNMENT BRANCH

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Memoranda to Security Control Officer (OS) requesting permission to take outside Educational courses..... 38

Personal History Statement Folders
Field Recruitment Officers.....
Various Agency Offices.....
Total..

Bus tickets issued (approximately).....

[redacted]

25X9

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